



# SARAH GRIFFIN

## GRAPHIC DESIGNER

Highly motivated graphic designer with a passion for creative problem-solving. Quick to learn new skills, adaptable, and skilled in collaboration. Strong work ethic with experience in delivering innovative designs, managing multiple projects, and maintaining brand consistency across platform,

440-731-7065

sarah@griffindigitalstudio.com

griffindigitalstudio.com

sarahgriffin11

## EDUCATION

Baldwin Wallace University  
Bachelors of Art  
Graduated May 2025

University of Oklahoma  
Masters of Art & Technology  
Expected Graduation May 2027

## SOFTWARE SKILLS

- Adobe Creative Suite
- Illustrator
  - Photoshop
  - InDesign
  - XD
  - Acrobat
  - Dreamweaver
  - Lightroom Microsoft
  - Word
  - Excel
  - PowerPoint
  - Google Workspace
  - Docs
  - Sheet
  - Slides Python
  - WordPress
  - JavaScript
  - HTML/CSS
  - BeFunky
  - Buffer
  - Sked
  - Shopify
  - Constant Contact
  - Flipbook
  - Magazine Manager
  - Canva
  - Capcut

## EXPERIENCE

### Only in Clev | Graphic Designer, Social Media, and Website Maintenance Cleveland OH 44017 | June 2025 – Present

- Create Cleveland inspired design and custom design
- Run and post on socials : Facebook, Tiktok, and Instagram.
- Re designed website layout and increased SEO by doing background work
- Print design on different apparel
- Attend events and sell merchandise.

### Cle/Sandusky Jellystone Park | Social Media Content Producer Nova OH 44859 | June 2025 - Aug 2025

- Captured and edited photos and videos for social media.
- Ran and posted on all social media : Tiktok, Instagram, Facebook, and Youtube
- Used Canva and Adobe to make post and templates.
- Use Sked and Meta Business to post and make a social media schedule
- Use Asana to schedule post and create shot list
- Like, shared and comment to follower to increase engagement

### Apples Marketplace | Supervisor Elyria OH 44035 | July 2020 – March 2025

- Monitored employees to ensure productivity and provided coaching when needed.
- Ensured the team followed company policies and met store goals.
- Assisted customers with inquiries, handled complaints, and processed payments.
- Managed checkout areas and maintained a clean, efficient workspace.
- Reviewed employee performance and helped maintain high work standards.

### Operation A.R.T.S Foundation Inc. | Graphic Design and Marketing Intern Laurel MD 20707 | Jan 2025 - April 2025

- Designed promotional materials, including fliers and social media graphics..
- Assisted in the creation and management of digital content.
- Help create signage and assisted with event setup.
- Designed templates for promotional materials and event lineups.
- Managed emails and gathered information for spotlight features.
- Created and updated Instagram highlights to showcase key content.
- Created and edited surveys to gather feedback and improve marketing efforts.

### Ingenuity Cleveland | Marketing and Design Intern Cleveland OH 44144 | July 2024 - Oct 2024

- Designed promotional materials, including flyers and social media graphics.
- Assisted in the creation and management of digital content.
- Help create signage and assisted with event setup.
- Designed templates for promotional materials and event lineups.
- Managed emails and gathered information for spotlight features.
- Created and updated Instagram highlights to showcase key content.
- Created and edited surveys to gather feedback and improve marketing efforts.

## SOFTWARE

### Jacket Link Program (2024–2025)

Peer Mentor

### Collegiate Panhellenic Council (2024)

Vice President of Marketing & Operations (2024)

### Student Ambassador (2023–present)

Vice President of Logistics (2024 – 2025)

### First Generation Council (2022–Present)

Marketing Team Member (2022-2024)

### Association for computing Machinery Women (2024–present)

Website & Social Media Manager (2024)

### Alpha Gamma Delta (2022–present) Vice

President of Marketing (2024)

Vice President of Event Planning (2023)

### Brain Fellow (2023–2024)

BW Serve (2023–2024)



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**REFERENCES**

 440-731-7065

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## **DANA JACOBSON**

### ***STORE MANAGER***

Shakers Market Place

7091 Bagley Road Olmsted Township, OH 44138

[djacobson25@gmail.com](mailto:djacobson25@gmail.com)

386-960-4833

## **EMMA MORRIS**

### ***MARKETING AND DEVELOPMENT MANAGER***

Ingenuity Cleveland

401 Hamilton Ave, Cleveland, OH 44114

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847-456-1040

## **ERICA LULL**

### ***GRAPHIC DESIGN PROFESSOR***

Baldwin Wallace University

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